

SUNY MARITIME UNIVERSITY POLICE

Phone/Bomb Threat Checklist

Actions to be taken in the event of a threat.

Date: _____ Time of call: _____

Your name: _____ Your location: _____

Caller ID# _____

- REMAIN CALM, BE COURTEOUS, LISTEN TO AND DO NOT INTERRUPT THE CALLER
- TRY TO KEEP THE CALLER ON THE PHONE AND TALKING BY ASKING THE FOLLOWING QUESTIONS:
 1. Where is the bomb right now? _____
 2. When is it going to explode? _____
 3. What does it look like? _____
 4. What kind of bomb is it? _____
 5. What will cause it to explode? _____
 6. Did you place the bomb? _____
 7. Why? _____
 8. What is your name? _____
 9. Where are you calling from? _____
 10. Time call completed: _____
 11. Was the voice familiar? Whom did it sound like? _____
 12. If possible, - write down exact words of caller: _____

Sex of caller: _____

Age: _____

Race: _____

Length of call: _____

Caller's Voice

- | | | | |
|---------|----------|-----------------|---|
| Calm | Laughing | Lisp | Disguised |
| Angry | Crying | Raspy | Accent |
| Excited | Normal | Deep | Familiar |
| Slow | Distinct | Ragged | If voice is familiar -who did it sound like |
| Rapid | Slurred | Clearing throat | |
| Soft | Nasal | Deep breathing | |
| Loud | Stutter | Cracking Voice | |

Background Sounds

- | | | | |
|---------------|---------------|---------------|-------------------|
| Clear | Street Noises | House noises | Office machinery |
| Static | Crockery | Motor | Booth |
| Local | Voices | Animal Noises | Factory Machinery |
| Long distance | PA system | Music | |
| Other | | | |

CALL UNIVERSITY POLICE (718) 409-7311 OR 911